

SENIOR LIBRARY ASSISTANT

NATURE OF POSITION

This is a public service position which requires interaction with the public. Position functions as a support staff team member in the branch, performing clerical tasks and program related services under the direction of Circulation Supervisors, Department Heads or Managing Librarians. May supervise library assistants and/or part-time staff.

ESSENTIAL FUNCTIONS: REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Promote and further the purpose and objectives of the Bay County Library System.

- Work with patrons, co-workers and supervisors in a manner that is positive, supportive and cooperative and in the best interest of the library.

- Be proficient in the application and operation of appropriate hardware and software for the automated circulation system.

- Become proficient in operation of equipment in performance of duties, i.e. computers, multi-line telephone, fax, microform and other machinery as appropriate.

- Learn and perform appropriate functions with information technology, including on-line databases and the Internet.

- Perform all work of Library Assistant Classification.

- Perform clerical and program related services as required by specific assignment.

- Train and supervise the work of Library Assistants, pages, part-time and substitute staff.

- Bend, twist, lift, and to interfile books and other library materials on shelving units up to 90" in height, transport books and a-v materials from one location to another.

- Carry books, magazines, and audio visual equipment weighing up to 25 pounds on a regular basis, and be able to push carts holding similar materials throughout the work site.

- Follow directions and perform required responsibilities.

- Interpret library policies, procedures and services to the patrons clearly and correctly.

- Work and accomplish responsibilities effectively under pressure.

- Communicate clearly and effectively.

- Alphabetize efficiently, and accurately count and calculate numbers.

-MINIMUM QUALIFICATIONS

High school diploma or its equivalent.

Computer and keyboard training or experience.

Three years library experience with progressive library responsibilities, or an equivalent of appropriate course work and library related experience.

EXAMPLES OF POSITION RESPONSIBILITIES

(Any one position may not require all of the responsibilities listed, nor do the listed examples include all tasks which may be necessary in positions of this class.)

-Train, supervise and schedule Library Assistants, pages, part-time staff and substitutes, and may regularly be in-charge of department or branch.

-Prepare circulation computers and terminals for staff and public access functions.

-Prepare cash register for daily operation, count money, prepare deposit slip & report.

-Perform patron circulation functions, e.g. process materials check-out and returns, place holds.

-Answer telephone and direct calls to proper stations.

-Assist patrons with library directions, location of library materials, On-line Public Access Catalog, photocopier, microform and other patron access equipment, including basic Internet access.

-Answer readers' advisory and simple reference questions, taking responsibility for working with a broader range of reference materials when necessary, using both print, non-print and electronic formats, e.g. City Directories, Encyclopedias, Dictionaries, and the Internet.

-Participate in planning, implementing and promoting library programs and services, including bulletin boards and decorations.

-Run and process circulation function reports and lists on the automation system.

-Keep statistics and circulation records as needed.

-Process and maintain materials, e.g. periodicals and newspapers, microforms, paperback books.

-Order, process, and maintain special collections, e.g. college catalogs, telephone directories vertical file materials.

-Order and maintain branch supplies.

-Keep rotation materials current.

-Assist in daily interlibrary loan clerical procedures including title searches and shelve checks.

-Alphabetize and file as needed.

-Attend workshops which pertain to job responsibilities.

-Prepare materials and records for addition to and withdrawal from collection, including holdings record maintenance on the database.

-Serve on system-wide committees as appropriate and coordinate system activities within the Branch as assigned.

-Perform related work as required.